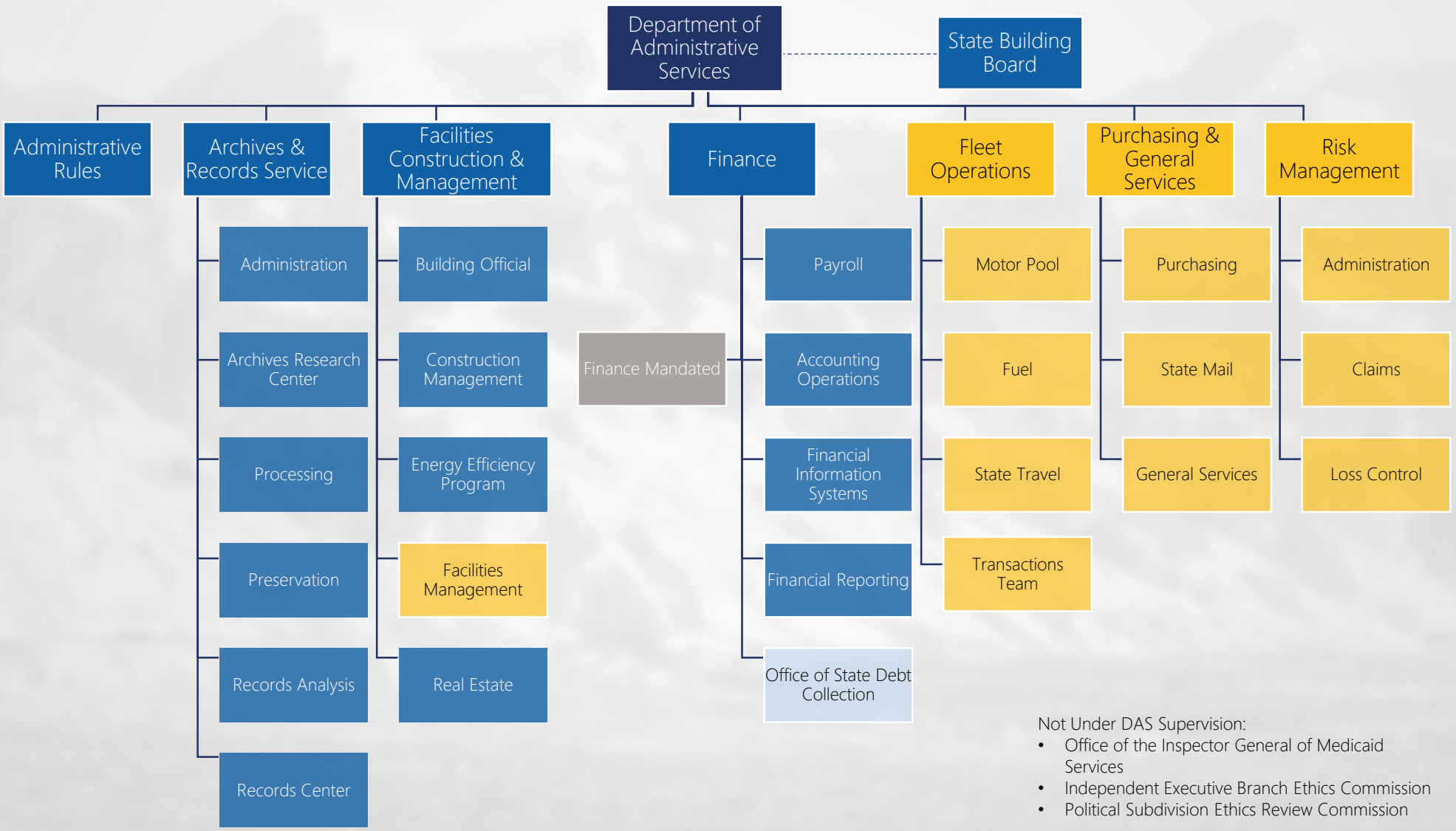


DAS Performance Measures & Preliminary FY 2018 ISF Retained Earnings

Presented to the Infrastructure and General Government Appropriations Subcommittee

August 14, 2018

DAS Programs



- Not Under DAS Supervision:
- Office of the Inspector General of Medicaid Services
 - Independent Executive Branch Ethics Commission
 - Political Subdivision Ethics Review Commission





Executive Director's Office

EDO Performance Measures

- Independent evaluation/audit of divisions/key programs. (Baseline: 2 annually; Target: 4)

4 program audits

- Increase in number of energy conscious/air quality improvement activities across state agencies; (Baseline 12; Target: 24)

24 activities

Administrative Rules

The background of the slide is a photograph of the Idaho State Capitol building, featuring a large central dome and classical columns. The image is covered with a semi-transparent blue filter. The title "Administrative Rules" is written in a large, white, sans-serif font across the upper portion of the image.

Rules Performance Measures

- Timely bulletin publication: The Utah State Bulletin must be published on the dates outlined in rule. (Baseline: 1st and 15th; Target: 1 day prior to rule deadline requirement)

100% on time

- Average number of days to review filings: Baseline: 9 days; Target: 6 days

Current performance is 2.3 days

- Average number of days to post the monthly administrative code update after the first of the month: (Baseline: 21 days; Target: 10 days)

Average is 22 days



Archives & Records Service

Archives Performance Measures

- Historic records, images and metadata, posted online and free to the public, through mass digitization, volume increased per patron research reporting period (Baseline: 16%; Target: 10% increase)

The State Archives uploaded 155,178 new items for an increase of 12%

- Government employees trained and certified in records management and GRAMA responsibilities per fiscal year (Baseline: 3.7%; Target: 10% increase)

The State Archives certified or recertified 793 of 1,899 records officers in FY2018 for a total of 42% of all records officers



Facilities Construction and Management

Facilities Retained Earnings

- Facilities Maintenance
 - FY 2018 Estimated Retained Earnings: \$2.98M
 - Estimated 60 days working capital: \$5.19M
 - There are no surplus retained earnings for Facilities Maintenance. The \$2.98M gives DFCM approximately 34 days of working capital.

Facilities Performance Measures

- Capital Improvement Projects completed in the fiscal year they are funded (Baseline: 84%; Target: 86% or above)

54% Closed out
33% in construction
11% in design
1% active

- Space utilization evaluations complete. (Baseline: 0 square feet; Target: 800,000 square feet)

Completed: 2,500,000 feet



Finance

Finance Retained Earnings

- Purchasing Card (PCard) Program
 - FY 2018 Estimated Retained Earnings: \$579,500
 - Estimated 60 days working capital: \$32,860
 - Approximately \$456,000 of the retained earnings balance is a rebate due user agencies and the Federal Government. Payment of the FY 2018 rebate was delayed for technical reasons, but will be paid within the next 45 days.

Finance Performance Measures

- Increase the percentage of participating entities posting information to the transparency website (Baseline: 92% of participating entities; Target: 100% of participating entities)

97% of participating entities are posting information to the website

Fleet Operations

Fleet Retained Earnings

- Fleet Administration
 - FY 2018 Estimated Retained Earnings: \$9,100
 - Estimated 60 days working capital: \$111,300
 - There are no surplus retained earnings for Fleet Administration.

Fleet Retained Earnings, continued

- Motor Pool
 - FY 2018 Estimated Retained Earnings: \$13.4M
 - Estimated 60 days working capital: \$2.45M
 - Fleet's strategic focus has been on repaying debt to the General Fund. Since FY 2014, Fleet has reduced the Motor Pool debt from \$41.6M to \$25.5M. The program began with an initial debt of approximately \$19M. A known consequence of Fleet's focus on the debt is the accumulation of retained earnings.
- Fuel Network
 - FY 2018 Estimated Retained Earnings: \$156,100
 - Estimated 60 days working capital: \$4.16M
 - There are no surplus retained earnings for Fuel Network.

Fleet Retained Earnings, continued

- State Travel
 - FY 2018 Estimated Retained Earnings: \$123,700
 - Estimated 60 days working capital: \$84,200
 - Fleet has reduced the administrative fees on Rental Car Contracts. Fleet is also collecting less from the new Travel Card contract. Therefore, the Retained Earnings balance is expected to be lower by the end of FY 2019.
- Transactions Team
 - FY 2018 Estimated Retained Earnings: \$(5,100)
 - Estimated 60 days working capital: \$264,600
 - There are no surplus retained earnings for the Transactions Team.

Fleet Performance Measures

- Fleet administration costs as a percentage of division costs; (Baseline 1%; Target: <1%);

1%

- Reduce motor pool debt to the General Fund; (Baseline: 12.02% reduction; Target: Additional 10%);

8%

- Provide access to an increasing number of fleet management reports and data through online Fleet Focus and COGNOS; (Baseline: 39 reports; Target: 45 reports)

51 reports

Purchasing and General Services

Purchasing Retained Earnings

- Cooperative Contracting
 - FY 2018 Estimated Retained Earnings: \$3.9M
 - Estimated 60 days working capital: \$482,000
 - A higher-than-normal retained earnings balance is needed to keep the cooperative contracting program functioning in the event of an economic downturn. Because so many state and non-state public entities are reliant on the use of state contracts, sufficient reserves must be maintained. Purchasing continues to reduce the administrative fee each time a contract is renewed. The average fee is now 0.35%.
- General Services Administration
 - FY 2018 Estimated Retained Earnings: \$69
 - Estimated 60 days working capital: \$4,000
 - There are no surplus retained earnings for General Services Administration.

Purchasing Retained Earnings, cont.

- Print Services
 - FY 2018 Estimated Retained Earnings: \$185,700
 - Estimated 60 days working capital: \$245,500
 - There are no surplus retained earnings for Print Services. The estimated retained earnings balance gives Print Services approximately 45 days working capital.
- State Mail and Distribution Services
 - FY 2018 Estimated Retained Earnings: \$(178,800)
 - Estimated 60 days working capital: \$1.95M
 - There are no surplus retained earnings for State Mail and Distribution Services.

Purchasing Retained Earnings, cont.

- State Surplus Property
 - FY 2018 Estimated Retained Earnings: \$357,000
 - Estimated 60 days working capital: \$88,600
 - A higher than normal volumes have been sent to surplus. Surplus expects these numbers to adjust back down to normal levels. Surplus is also planning to restore pick-up service that was dropped when the surplus program was privatized.
- Federal Surplus Property
 - FY 2018 Estimated Retained Earnings: \$(13,400)
 - Estimated 60 days working capital: \$57,000
 - There are no surplus retained earnings for Federal Surplus Property.

Purchasing Performance Measures

- Increase the number of attendees at the Division of Purchasing's quarterly training on the Utah Procurement Code for public procurement professionals; (Baseline: 155.5 quarterly; Target: 162);

182

- Increase the number of State of Utah Best Value Cooperative Contracts for public entities use (Baseline: 875; Target: 940);

1080

- Increase the amount of contract spend on State of Utah Best Value Cooperative contracts; (Baseline: \$1,942,295,060; Target: 2B)

\$1,044,564,353 (to date, reporting is still coming in)

Purchasing Performance Measures

Replace PM #3 with:

Total Spend on Cooperative Contracts (Removes the Credit Card Processing Information)

FY18 - \$604,181,030 (to date, reporting from vendors is still coming in)



Risk Management

Risk Retained Earnings

- Risk Management Administration
 - FY 2018 Estimated Retained Earnings: \$315,700
 - Estimated 60 days working capital: \$692,800
 - There are no surplus retained earnings for Risk Management Administration.
- Workers Compensation
 - FY 2018 Estimated Retained Earnings: \$3.38M
 - Estimated 60 days working capital: \$1.34M
 - Risk management will recommend a reduction in the Workers Comp Rate to the DAS Rate Committee. Risk Management will also employ a safety grant program.

Risk Retained Earnings, continued

- Liability
 - FY 2018 Estimated Retained Earnings: \$(1.87M)
 - Estimated 60 days working capital: \$3.38M
 - There are no surplus retained earnings for Liability.
- Property
 - FY 2018 Estimated Retained Earnings: \$1.58M
 - Estimated 60 days working capital: \$2.99M
 - There are no surplus retained earnings for Property.

Risk Retained Earnings, continued

- Automobile
 - FY 2018 Estimated Retained Earnings: \$(120,000)
 - Estimated 60 days working capital: \$417,300
 - There are no surplus retained earnings for Automobile.

Risk Performance Measures

- Follow up on life safety findings on onsite inspections;
(Baseline: 100%; Target: 100%);

100%

- Annual Independent Claims Management Audit; (Baseline: 95%;
Target: 96%)

98%

Thank You